E-Report Instructions

- Access the Northern District of Texas Website at the following address:
  http://www.txnp.uscourts.gov/

- Select CLIENT RESOURCES

- Scroll down to "Probation, TSR, Parole Supervision" and select **Electronic Reporting (E-Report).**

- On the log in screen, please be sure to use your official court name (First, Middle, Last), the last 4 digits of your Social Security Number and a "PACTS" Number. **THIS INFORMATION WILL BE PROVIDED TO YOU BY YOUR OFFICER.**

- Select your officer's name from the drop-down menu & select "Submit".

- You should now see your monthly supervision report.
  (All fields in BLUE and RED require answers.)

- Verify your home address.
  If it is correct, select "This address is correct."
  If it is incorrect, make the changes & select "This address has been corrected."

- Verify your telephone numbers & email address.
  Provide information on "Whose" numbers are documented (ex. "Home", "Father's cell", "Personal cell", etc.)
  If correct, select "This phone number/e-mail address is correct."
  If incorrect, make the changes & select, "This number/e-mail address has been corrected."
  Please add additional numbers and e-mail addresses using the "Add another phone/cell/e-mail" buttons.

- List the occupants staying at your residence by name.

- If you have access to a vehicle, note the vehicle's mileage.

- Select "Employed" if you are working.
  If employed, verify employer information.
  If correct, select, "The Employer values are correct."
  If incorrect, make corrections and select, "The Employer values have been corrected."

- If you are not working, Select "Unemployed."
  Select reason for unemployment.

- Answer all remaining questions with either "Yes" or "No".
  All questions answered "Yes" will request additional information. Answer all questions.

- List any expenditures over $500 separately.

- Comments section: If you have any comments for your officer, enter them here.

- Certify the e-report by selecting "I CERTIFY THAT ALL INFORMATION FURNISHED IS COMPLETE AND CORRECT."

- Enter your INITIALS (initials must match the names entered on the login page.)
  Examples: John Douglas Smith: JDS
                      Jane Smith: JS